

UTAH STATE TAX COMMISSION
Motor Vehicle Division
TAX/MOTOR VEHICLE TECHNICIAN

(TITLE & REGISTRATION TECHNICIAN)

Step Range: 30 to 49
Entry: \$10.23

Location: **Provo**

DUTIES OF POSITION:

Process applications for Utah title and registration; verify proof of ownership; clear sales, use and property taxes, review documentation for taxes, fees, safety inspection, insurance, emission and odometer requirements. Examine all documents submitted by the taxpayer to verify applicability, legibility, completeness, accuracy and consistency of information from one document to another. Provide information to law enforcement agencies, the public, business and governmental entities concerning laws, rules and regulations governing the issuance of licenses, titles and registrations.

REQUIRES:

Knowledge of general office procedures; business math; motor vehicle laws, rules, and USTC policies and practices. Ability to use computer to accurately enter and retrieve data.

Ability to read, interpret and apply motor vehicle laws, rules and USTC policies; communicate effectively with public, provide service to the public in professional and courteous manner; organize and prioritize work; accurately handle and account for cash transactions; operate computerized cashier system, access and input data using a standard keyboard.

TO APPLY: If you wish to be considered, please be sure you have a current resume and cover sheet in the Skill Match system, and e-mail **taxjobs1@utah.gov**, or call Jan Hebert 297-3810 no later than **5:00 pm, Monday, November 10, 2003** to indicate your interest. Cover sheet can be accessed at www.dhrm.utah.gov. Your request for consideration for this position guarantees that your resume will be reviewed and considered. It does not guarantee an interview. Only those selected for interviews will be contacted.

NOTE: Hiring for this position will be done on a contingent basis pending results of a criminal background check.